

EO
C/MS

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S/ODP

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ALP - My guess - Comptroller papers have a way of making people's office life. But they also have a way of feeding away.

FYI. I wonder what prompted this?? It's kinda weird!

3 January 1977

If Harry's assessment is correct, the Comptroller is really confused about ADP. G.D.

MEMORANDUM FOR: DDI Executive Officer

FROM : H. C. Eisenbeiss
Director of Central Reference

SUBJECT : Comments on the Comptroller's Analysis of Personnel Inventory Data Applied to ADP Personnel Requirements

1. This memorandum responds to your request for comments on the Comptroller's reply to the question, "How can expanded DDI data processing requirements be met while maintaining overall Agency capability and effectiveness?" In their answer, the Comptroller implies that the numbers of ADP personnel in the DDI will increase with the implementation of SAFE and prescribes (in order to maintain current Agency ADP ceilings) a redistribution of ADP personnel within the Directorates and a retraining of personnel from secretarial/clerical functions to semi-professional and professional jobs in data processing. Obviously pleased with this solution, the Comptroller urges the Agency OEO to begin an immediate investigation of such possibilities.

2. In my opinion, the Comptroller's reply is based on faulty analysis. The statistics, if based on the personnel inventory, reflect ADP resources assigned within the various Directorates. Using these figures to measure directorate ADP utilization can be misleading. For example, the Comptroller implies that the DDA utilizes 52 percent of the Agency's ADP personnel to support their own internal requirements. This, of course, is not the case. The Office of Data Processing in the DDA is charged with the responsibility for providing centralized computer support (hardware/software/production services) for the entire Agency. To illustrate the extent of this ODP support, in FY 76 alone, OCR utilization of ODP ADP resources amounted to approximately \$2.8 million.

3. Furthermore, I don't believe the implementation of SAFE will automatically require significant increases in DDI ADP personnel requirements. Most of the computer support for Project SAFE will come from ODP; the implementation of SAFE may also subsume some of the existing DDI applications currently requiring ODP manpower. Even if the issue (still to be resolved) of who will provide post implementation software

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support to SAFE is decided in favor of transferring the responsibility to OCR/DDI (a position I fully support), overall requirements for ADP personnel in the Agency would not necessarily increase. The latter would most likely involve a transfer of some ODP positions back to OCR/DDI.

4. The impact of an operation SAFE within DDI production offices (insofar as personnel resources are concerned) shouldn't be that significant. There will be some increases in data entry activities to support a variety of specialized computer files; however, these activities will primarily be existing DDI clerical functions transferred to on-line terminals. This change should not present serious workload problems nor should the new approach result in difficult tasks to learn. Within OCR (in anticipation of increased demands for data management services as SAFE becomes operational) we have included modest (7) personnel increases during the FY 77-80 time period.

5. Lastly, given these facts, I think the Comptroller is premature in asking the Agency OEO to make a systematic investigation for identifying an upward mobility program for moving clericals/secretarials into ADP professional and semi-professional positions. ADP personnel have always been an effective mix of upward mobility and college trained personnel. This will continue.

STATINTL


H. C. Eisenbeiss

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